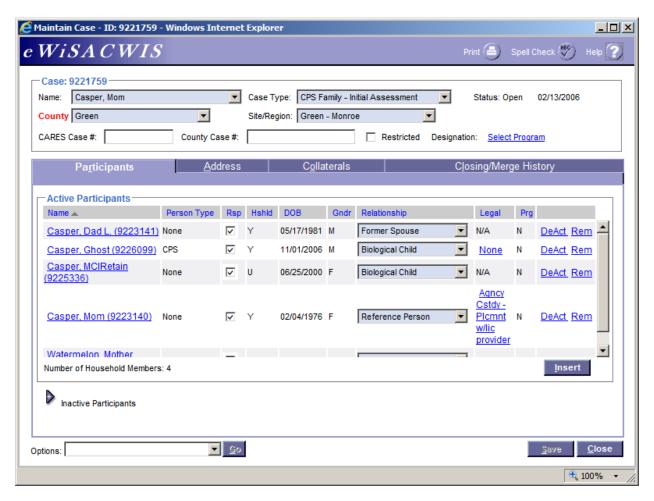
## **Deactivating a Person**

- 1. Go to the Cases tab to view your cases.
- 2. Click on the case name hyperlink. This will open the Maintain Case page.



3. On the Maintain Case page, each active case participant is listed in the Active Participants box on the Participants tab. A DeAct hyperlink appears on the participant's row. To deactivate a participant, click on the DeAct hyperlink to open the Participant Status page.

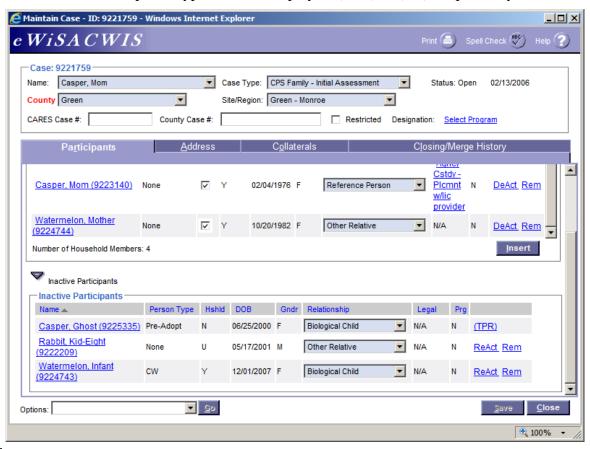


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4. On the Participant Status page, select a Reason and enter an Effective Date to deactivate the participant. Click on the Save button and then Click on the Close button to return to the Maintain Case page.



5. When you return to the Maintain Case page, the deactivated participant will no longer be listed among the Active Participants, and instead will be listed among the Inactive Participants with a ReAct hyperlink to the far right. Clicking the ReAct hyperlink will allow you to see the date and reason that participant was deactivated. If the child was deactivated for the reason of TPR or Subsidized Guardianship, the hyperlink will display as (TPR) or (SG), respectively.



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